

Curriculum Vitae

Joshua McBride - Digital Project Manager

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Personal Statement

I am an enthusiastic individual who thrives when delivering market leading digital solutions with the ability to quickly learn and adapt to new systems and processes. I have a proven attendance and timekeeping record and an ability to push teams to their full potential. I am a catalyst, I help my colleagues work closer together for a more efficient operation. I have a proven aptitude for digital project management, with experience using PM tools such as Merlin, Resource Guru, and agency management systems such as TrafficLive.

My toolbox of experience comprises of Enterprise DXP's (Sitecore, Kentico), open source .NET & PHP CMS' (e.g. Umbraco, Wordpress, Magento) and other bespoke platforms. I work with technical architects to produce platform recommendations suitable for the project and the client. I have successfully delivered projects using waterfall and agile methodologies ensuring quantifiable KPIs were reached throughout the projects. I help clients and stakeholders navigate and understand our recommendations and processes.

Employment History

Digital Project Manager - [Delete Ltd](#) - (now rebranded as www.unrvld.com)

March 2017 - July 2018

Supporting project delivery from inception to roll out on large website projects ([University of Essex](#), [Carter Jonas](#), [Barnard Marcus](#)) and leading smaller scale projects (landing pages, microsites). Gathering estimates from designers, architects, developers etc to produce proposals and RFQ responses. Producing invoice schedules, financial pipeline forecasts & invoices. Using agency management systems to track profit and loss on projects & accounts. Running email marketing campaigns. Managing post-launch ad-hoc & retainer support requests. Providing internal IT & network support to colleagues. Hosting client meetings for information gathering, progress reports and milestone achievements.

I took a secondment from Digital Marketing to develop my general management skills and gain experience of client side digital project management. I am now looking for a role where I can apply the skills I gained with a successful digital agency.

During the last few years I have performed the role of Production and Supplier Manager for [Middleton Manufacturing Ltd](#) & founded an ecommerce business selling campervan and automotive parts and accessories.

Skills & Attributes

General Skills

- Polite and friendly with a diplomatic manner and excellent communication skills
- Take ownership of managing clients and quickly build rapport to forge effective relationships built on trust.
- Ability to manage and prioritise several different tasks simultaneously
- Project administration capabilities
- Invoicing, statements of work and pipeline forecasting

Applications Experience

- Strong Excel, Word, Powerpoint, Keynote, Google Docs & Google Sheets skills
- TrafficLive - used for tracking profit and loss on projects & accounts
- Adobe Creative Suite

Platform Experience

- Enterprise DXP - Sitecore & Kentico
- Open source CMS - Umbraco & Wordpress
- Ecommerce - Shopify & Magento
- Email marketing - Marketo, Mailchimp

Digital Marketing Agency Focused Attributes

- Proficient with software and project management applications (microsoft office, google cloud suite, Sage, Quickbooks, Traffic Live, Merlin, MS Project, Team Gantt, Harvest, Asana, Trello, Atlassian Tools e.g. JIRA, Confluence)
- Google analytics, Hotjar, CMS tools, A-B testing, email marketing & automation
- Working understanding of development languages, text editors, source control & website roll-outs (windows & linux)

Education & References

- Educated to GCSE level: IT - Distinction, Mathematics - C, Physics - C, Business - BC
- Full Driving licence with PCV, certified counterbalance fork lift truck operator.
- References available upon request